

**441—157.6(600) Progress reports.** The provider shall complete written monthly progress reports whenever any of the following components are purchased: preplacement visits, preparation of a child, preparation of a family, or placement services. Postplacement services shall be reported in writing after the 30-day, 90-day, and final home visit at a minimum, or on a monthly basis if the family is experiencing difficulties. The progress reports shall include a brief description of the services provided and the progress with respect to the goals and objectives identified in the case permanency plan. The first report shall be submitted to the department worker no later than one month after service is initiated. The final report shall be submitted within one week after the purchased services are terminated.